



**CONNECTICUT AIRPORT AUTHORITY
JOB OPPORTUNITY
Processing Technician
Bradley International Airport**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees on a current examination list for Processing Technician
Location: Bradley International Airport - Windsor Locks, CT
Job Posting No: CAA1601
Hours: 40 hours per week (Projected work hours are Monday to Friday, 7:30 a.m. to 4:00 p.m.; some additional hours/days may be required)
Salary: \$45,360-\$59,316 (Salary grade CL-16)
Closing Date: July 07, 2015

Eligibility Requirement: Candidates must have applied for and passed the **Processing Technician** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding this title or those who have previously attained permanent status since their last date of hire may apply for lateral transfer. ***Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.***

Position Description: There is a Processing Technician position opportunity at Bradley International Airport, assigned to the Badging Office. This position is full time, 40 hours per week, and is in the Clerical bargaining unit.

Duties and responsibilities will consist of providing a high-level of customer service, ensuring compliance with federal regulations and state policies pertaining to security badge issuance, ensuring recordkeeping compliant with federal requirements, filing, generating written correspondence, operating the badge system, overseeing the training room, collecting badge fees and maintaining receipt book, scheduling appointments for fingerprinting and badge testing, taking fingerprints (physical contact with customers' hands required), maintaining key inventory database, reviewing and approving badge applications, conducting various audits, reviewing personal identification, explaining policies and procedures, creating and running reports, and other related duties as required.

To be successful in this position, a candidate should have excellent organizational skills, strong attention to detail and be able to complete assignments within specified deadlines. Candidates should possess good computer skills including report writing skills. The Badging Office and this position serve the public directly and are highly visible to the public. As such, this position requires a high level of professionalism, excellent interpersonal skills, strong oral and written communication skills and very good attendance. Preferred qualifications: Fluency in Spanish; experience processing applications and/or serving the public in a face-to-face setting; experience and/or training in the aviation field and/or in the security field; and experience understanding and working with regulations and guidelines issued by governmental agencies, especially TSA, FAA and related agencies.

CHARACTER REQUIREMENT: Individuals serving in this position must be able to successfully undergo a thorough background and security screening, including pre-employment drug screening, fingerprinting and maintain required security clearance during the duration of employment. In addition to the checking of references, facts stated in the application of each candidate will be verified before becoming certified for permanent appointment.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. The resulting candidate pool may be used to fill additional positions in the same classification within 12 months.

Application Instructions: Application materials are to be submitted **BY MAIL ONLY** and postmarked by **July 07 2015**. Submit a cover letter, resume, completed State **CT-HR-12** application, the **CAA Employment Application** located on this page: <http://www.ctairports.org/ContactUs>, copies of last two service ratings, and attendance records from June 2013 to present to:

**CONNECTICUT AIRPORT AUTHORITY
Bradley International Airport
Attn: Director of Human Resources
Administration Office, Terminal A, 3rd Floor
Windsor Locks, CT 06096**

Incomplete application packages or those postmarked after the closing date noted above will not be considered.

Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. The resulting candidate pool may be used to fill additional positions in the same classification within 12 months.

Due to the large volume of applications received, we are unable to confirm receipt or provide status updates during the recruitment process. Please refrain from contacting us for these purposes.

THE CAA IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER